

ST. LAWRENCE CATHOLIC CHURCH

YEAR END PARISH CERTIFICATION LETTER

For Fiscal Year 2023-2024

Date: September 25, 2024

Archbishop Hartmayer,

As pastor of St. Lawrence Catholic Church, it is my responsibility each year to render an account to the faithful concerning the management of the temporal goods of the Church, including the financial support offered by the faithful, and to submit this report to you. I am assisted in my duty by my Finance Council and my administrative staff.

In submitting this report, each of the undersigned affirms to the best of our knowledge:

- The financial reports accurately reflect the financial condition of the parish.
- Parish financial statements were reviewed and approved.
- All federal and state payroll taxes were paid.
- The accounts payable vendors were reviewed to ensure proper classification as to taxability and compliance with IRS regulations, and the issuance and filing of the appropriate 1099 forms.
- All non-exempt real property taxes were paid.
- All of our activities are religious, educational, or charitable.
- None of us know of any credible reports of possible fraudulent or dishonest conduct, which has not been reported to the Archbishop or his staff.
- None of the individuals named and signing below, nor any member of their families, has engaged in any activity with the parish from which we could personally benefit and be considered a conflict of interest without fully disclosing the conflict to the pastor and Finance Council.

Sincerely Yours in Christ,

Signature on File

Pastor- Rev. Henry Atem

Date

10/30/2024

Signature on File

Parochial Vicar- Rev. Cristian Cossio

Date

11/4/2024

Signature on File

Parish Treasurer

Date

Signature on File

Business Manager

Date

09-25-24

ST. LAWRENCE CATHOLIC CHURCH

YEAR END PARISH CERTIFICATION LETTER **For of Fiscal Year 2023-2024**

Signature on File
Finance Council Member #1

Matt Coles
Please Print Name

Signature on File
Finance Council Member #2

Barbara Estes
Please Print Name

Signature on File
Finance Council Member #3

Karol Gaines
Please Print Name

Signature on File
Finance Council Member #4

Melissa Kinard- Secretary
Please Print Name

Signature on File
Finance Council Member #5

Perry Patterson
Please Print Name

Signature on File
Finance Council Member #6

Tom Topoleski
Please Print Name

Signature on File
Finance Council Member #7

Marianne VanName
Please Print Name

Signature on File
Finance Council Member #8

Steve Zahradka - Chairman
Please Print Name

Dates of the Finance Council Meetings

Date #1	August 30, 2023	Date #7	March 20, 2024
Date #2	September 27, 2023	Date #8	April 24, 2024
Date #3	October 25, 2023	Date #9	May 29, 2024
Date #4	November 29, 2023	Date #10	July 2, 2024
Date #5	January 31, 2024	Date #11	August 28, 2024
Date #6	February 29, 2024		

Minutes: St. Lawrence Parish Finance Council

August 30, 2023

Attendance:

Voting Members: Matt Coles, Tom Topoleski, Melissa Kinard, Marianne VanName, Barbara Estes
Steve Zahradka, Karol Gaines

Ex-Officio members: Father Henry, Father Cristian, Brandy Lake

I. Called to order:

Father Henry called the Finance Council meeting to order at 7:04 p.m.

Father Henry offered an opening prayer for the children of St. Lawrence to have a good year in their religious education.

II. Minutes:

The minutes from the previous meeting had been emailed to all the members of the council. No corrections or changes were made.

The minutes were accepted as presented

III. Review of the Financials:

A. Statement of Activities: Comments, questions, answers

Q:P1: Why is there such a big difference between the current online giving and both last year's online giving and the budgeted online giving? **A:** The budget was made based on last year's giving and a plan to push online giving to continue. The big difference may be due to people returning to church and moving to in-pew giving.

Q:P1: Why is there a monthly *GA Bulletin* budget of \$750 if last year's *GA Bulletin* income was only \$328 for this same month? **A:** The budgeted income is driven by anticipated cost to the parish for *GA Bulletin* subscriptions. The budgeted amount is the total *Bulletin* cost divided by twelve months. There is a specific collection for the *Bulletin* one time/year. In addition, when people enroll in the parish they are informed of their obligation to the subscription cost of the *Bulletin*. There is no opting out of a subscription. At the end of the fiscal year, the *GA Bulletin* income should approach the annual budgeted amount of \$9000.

Q:P5: Why is the Health Insurance benefit cost of \$4236 less than the same month last year (\$5379)? **A:** Probably due to changes in the number of personnel on payroll.

9/1/23ADDENDUM: Brandi looked into this discrepancy after the meeting and reported that Diane's insurance was miscoded this year. This has been corrected.

Q:P6: Why is there such a large discrepancy between the current month expenses for books and publication (\$8530.20) and the budgeted amount (\$1333.00) and why is the actual expense for this month below the actual expense for the same time last year? **A:** The budgeted amount for this line item is the annual budgeted amount divided by twelve months. However, with religious education starting up, there were large front-end purchases that were made. The decrease in this year's start up amount is due to increased use of online resources.

Q: P:9 Why is there no cost shown for this month's IT maintenance contract? **A** We are still negotiating costs with the provider so they will not be paid until after negotiations are completed.

A comment was made that our budget is very positive as it shows us currently below budget.

B. Statement of Financial Position:

1. No questions were asked.

2. Father Henry noted that the checking account balance in the July statement is up because he would like to maintain enough money in this account to cover two months of bills. Father was asked if this money was earning interest. Father said that this checking account does not give interest and we are required to use this checking account.

IV: New Business

A: Audit Report: Generally, we received a good report. Our financial controls are adequate.

Some issues for correcting:

1. The drop site in the Narthex needs to be fortified. Terry will look for better locks. A suggestion was made that the box should be emptied more than one time/week with the money going into the safe until the Mass collections are taken. Then the drop box money will be included in the prescribed counting process.
2. Some supporting documents are missing. Departments will need to strengthen this process.
3. Several IT issues were identified:
 - a. There has not been an IT Audit for a long time. In addition, the agreement with the vendor is outdated. An audit would tell us if we are paying too much.
 - b. With personnel changes, we have not been able to get some information from the IT people. Father Henry is working on the communication process within the parish to address some of these issues.
 - c. Q: Do we back up data? A: Yes on internal files, but not on the system. We have cloud backup for data, but internal files are not backed up offsite.
 - d. Votive candle money box collection process is done by one person. This should change to a two-person collection process.
 - e. Exchange accounts with significant balances is a recurring problem.
 - f. Mileage reporting issues have been addressed.
 - g. Brandi has addressed the Reconciliation process.
 - h. Wedding/Funeral payments: Music and services used at funerals are fees the parish pays to the appropriate personnel and is taxable income. The money given to the priest and altar servers are stipends and not taxable. This requires wedding parties and funeral parties to separate their payments and give a check to the church and cash to the presiders. This can be easily done for wedding parties, but grieving families may not be able to handle this expectation. So, Father will address this for weddings, but may leave funeral payments as is.
 - i. A council member noted the need to change the bonus payment process.

Overall a good audit

4. The money set aside for Haiti will be spent by June 2024.

B. Annual Appeal: Goal: \$146 000. Pledged: \$340 862. Paid: \$221 705. Father's thank you to parish participants in the Appeal will be in the bulletin in the Fall.

C. YE Certification letter: Brandi circulated the year end certification letter to the Finance Council members for their review and signature.

V: Father Henry's Comments/Points of Discussion

A. We will have a seminarian this year. Jacob, a second-year seminarian.

B. Site development: Update

We have employed Smith & Boland as architects to oversee our site planning. Father reviewed the process:

1. Smith and Boland provided a description of the upcoming process along with their credentials for this process.

2. The primary task for the architects is to develop a master plan for the property. The process will be:

- a. Review codes and regulations necessary for building on the site. Smith & Boland have a good working relationship with Lawrenceville.
- b. Determine total parish needs and the corresponding space needs. This will be done via a survey of the parish staff and will begin immediately.
- c. An initial site plan will be presented with an estimated cost.
- d. Once a budget is determined, the site plan will be finalized accordingly.
- e. A Master Plan will be presented. This will be the working document from which the parish will begin fund-raising. This should be ready in 60-90 days.
- f. For an additional cost, the architects will provide a 3-D model of the plan. The general consensus is that a 3-D model would be helpful for fund-raising as parishioners will be better able to visualize the building plan.
- g. Father noted that our existing parking is adequate to the expansion.

3. Father would like to have ground-breaking June 17, 2024, to coincide with the parish's 50th anniversary. We have enough in savings to complete the chapel, but Father wants the entire building project planned for completion so complete plans and fund raising to be in place.

4. Some Council member questions:

- a. Do we want to survey some parishioners, especially those with young families that may be here for many years, about their wishes? A: The staff will have a broader view of parish needs.
- b. Father Henry asked if he should begin talking about the building project before we get a rendering? A: No, wait until we have a rendering that people can review. Then post the plan on the website and address it at every Mass.

5. This will probably be a 3-4 year project with a projected cost of \$6-6.5 million.

V: Call of the Council:

- A. Brandi asked that we email her with our one personal wish for the building project.
- B. We had a facility inspection: The rood needs inspection.
- C. What about the issues with the HVAC? A: Father Henry will have vents made and installed in the side walls to assist with ac air flow.

Next meeting: **Wednesday Sept 27, 2023, 7:00 p.m.**

The meeting ended at 8:05 p.m. with the St. Lawrence parish prayer.

Respectfully submitted,

Melissa G. Kinard, FC Sec'y

Minutes: St. Lawrence Parish Finance Council

September 27, 2023

Attendance:

Voting Members: Tom Topoleski, Melissa Kinard, Barbara Estes, Steve Zahradka, Karol Gaines,

Absent: Matt Coles, Marianne VanName,

Visitor/prospective member: Perry Patterson

Ex-Officio members: Father Henry, Father Cristian, Brandy Lake, Jacob Butz

I. Called to order:

Father Henry called the Finance Council meeting to order at 7:02 p.m.

Father Henry offered an opening prayer for victims of the devastation of the earthquake in Morocco and other natural disasters.

Father Henry introduced seminarian, Jacob Butz, who is two years from completing his formation. Father then introduced Perry Patterson. Perry is a parishioner who will be joining the Finance Council to help with management of our upcoming building project. Once Perry's term on the Parish Council is up, he will join the Finance Council permanently.

II. Minutes:

The minutes from the previous meeting had been emailed to all the members of the Council.

Several corrections were noted: Brandy's name had been spelled incorrectly, there was another spelling correction noted. Melissa called attention to an additional note added after the conclusion of the September meeting because of additional information provided.

The motion was made by Melissa to accept the minutes as corrected/amended. The motion was seconded by Tom.

The corrected minutes were accepted by acclamation.

III. Review of the Financials:

A: Statement of Activities: Comments, questions, answers

Q:P1: The offertory was down. **A:** Probably because there were only four Sundays in August.

Q: P3: What is the \$10 000 donation noted in Charity? **A:** The previous pastor had pledged money to SVdP. This is the final of the three payments made to complete this pledge.

Q: P6: What is the Contract for Prof Service expense? **A:** These are fees we pay to Kelly Schreckenberger for website work and to professional staff review services(Hugh) for help in streamlining parish administration.

Q: P7: Why are online giving fees so high? **A:** The fees are based on the number of transactions and online transactions were up due to the opening of pre-school and religious ed.

Q: P7: Why is the Building/grounds expense so high this month? **A:** The increase is due mostly to the cost of stripping and buffing/waxing the preschool floors. Brandy provided an account balance sheet for reviewing these expenses.

Q:P:8: Why is the Property and Liability Insurance so high this month? **A:** This bill is paid every other month so this reflects two months of expenses.

Q:P:8: What was the columbarium expense? **A:** Urns were purchased.

Q:P:8: What is the Parish Social Expense? **A:** This represents the cost to the parish for social events sponsored by the parish. This particular change (loss) represents the difference between the income generated by ticket sales and the actual cost to the parish for the Parish Picnic held in September. Brandy provided an account balance sheet for reviewing these expenses.

B. Statement of Financial Position:

This report was missing the second page. Brandy will send a copy out to Council members for review.

Brandy noted that the Liability accounts have been cleared and second collections paid out.

IV: Father Henry's Comments/Points of Discussion**A. Update on site development and project planning:**

Parish needs questionnaires were opened to the staff. The basic parish needs and corresponding space requirements have been identified.

Father Henry asked the Council if it felt like a larger pool of questionnaire responses was necessary. A suggestion was made to have the heads of the parish ministries complete the questionnaires to broaden input. Father will disseminate the questionnaires with an appropriate deadline.

A question from Council: What is the proposed schedule for informing the parish about the project plans? A discussion ensued: There are two main pastoral groups (the Parish Council and the Finance Council) that have input into making decisions for the parish. The consensus was that initial input be limited to reduce confusion and planning time lost. Once initial architectural renderings are ready for viewing, parishioners would be given an opportunity for review and input.

A question from Council: Do parishioners get any initial input on the three main items of the project?

A: We must have something to show parishioners, then allow questions.

B: Parish Annual Report

The report will be released in November. Father will present a draft at the October Finance Council meeting for suggestions/changes

B. Ministry support:

Father would like to consider supporting some ministries, much like the previous pastor supported SVdP. He asked Finance Council members to think about how much of our parish resources to give (percent) and how to determine which ministry(ies) to support. Once this is decided, the information should be made available to the parish so they understand that our parish is committed to giving.

V: New Business**A. Archbishop's Annual Appeal:**

Goal: \$146 400. Pledged: \$349 09?

Paid: \$247 373

Refunded to St. Lawrence: \$100 973 (75% to our endowment, 25% back to parish)

B. Event requests:

1. Both the Rosary Rally and the Rosary Ministry requests were set aside as they are not part of the Finance Council's responsibilities.
2. Vic Egidi Annual Scholarship BBQ: Barbara Estes moved to permit the Knights' of Columbus BBQ to raise money for their scholarship. Tom Topoleski seconded the motion... The motion carried unanimously.
3. Ladies of St. Lawrence Bake Sale: It was noted that this event has been done several times but it conflicts with the request by the Right to Life Ministry for a Diapers and Depends drive. After discussion, it was decided that these two events would not conflict because one was a drive that just required drop offs not fund raising.

The chairman called for both requests to be considered together.

A motion was made and seconded that both event requests, the Ladies of St. Lawrence Bake Sale and the Diapers and Depends drive, be approved. The motion carried unanimously.

4. A Night of Reflection by the Ladies of St. Lawrence: Barbara Estes moved that the Night of Reflection request be approved. Karol seconded the motion. The motion carried unanimously.
5. Jar Mix sale: A motion was made and seconded that the Ladies of St. Lawrence request for a jar sale fund raiser be approved. The motion carried unanimously.

C: Helping Hands of St. Lawrence request:

The Helping Hands ministry reviewed a request for a donation to support the building of a school for the Parish of Notre Dame de la Merci in Haiti. The committee submitted a proposal recommending a \$10 000 donation. This ministry account has about \$82 000 in it but \$70 000 of that money is **strictly required** to go to the St. Thomas Parish also in Haiti. Father Henry expressed concern that the proposed \$10 000 donation would nearly empty the Helping Hands account to one request and their account would not receive any more funds until the collection designated for it in the Spring. This would severely limit Helping Hands' ability to provide funds to other requests. A discussion ensued which included a suggestion to establish donation limits for Helping Hands, continued outreach to the St Thomas Parish to establish a plan for its designated funds, and concerns about what happens to donated money if the Notre Dame parish fund-raising goal is not met.

Barbara Estes moved that the Finance Council return the Helping Hands proposal for a \$10 000 donation to the Parish of Notre Dame, Haiti, in order for the ministry to reconsider the amount of the donation recommendation based on the **actual** available funds in the ministry account, and for the ministry to give consideration to the consequences of Notre Dame not raising the rest of the needed money for their building project. Tom Topoleski seconded the motion. The vote was unanimous. **The motion carried.**

Brandy will return the proposal with the Finance Council recommendations.

A further comment by the Finance Council Chair: The Council should consider bringing a motion to limit the amount of donation money the Helping Hands can give to one need.

V: Call of the Council:

Q: Will our November meeting be the Wednesday night (11/22 before Thanksgiving)?
No, we meet the last Wednesday of the month and that is the next week, Nov 29.

Next meeting: **Wednesday Oct 25, 2023, 7:00 p.m.**

The meeting ended at 8:20 p.m. with the St. Lawrence parish prayer.

Respectfully submitted,

Melissa G. Kinard, FC Sec'y

Minutes: St. Lawrence Parish Finance Council

October 25, 2023

Attendance:

Voting Members: Tom Topoleski, Melissa Kinard, Barbara Estes, Steve Zahradka, Matt Coles, Marianne VanName, Perry Patterson

Absent: Karol Gaines

Ex-Officio members: Father Henry, Father Cristian, Brandy Lake

Guests:

Site Development Committee: Bill Chrisman, Bill Peltier, Deacon Terry, Steve Osterbur, Bob Riddett

Architect: Mike Boland

I. Opening and site presentation

A. Called to order: Father Henry called the Finance Council meeting to order at 7:00 p.m. and offered an opening prayer for the Finance Council.

B: Site development presentation: Father introduced architect Mike Boland. Mr. Boland presented a preliminary proposal on the site development plan for expansion of church facilities. This presentation was done prior to the Finance Council business meeting. The parish Site Development Committee was in attendance for this presentation.

1. Summary of Site Development Presentation:

Based on the needs presented to the architectural firm, Mr. Boland identified four major phases of the expansion project. These are, in order of parish needs and building sequencing practicalities:

- a. A small chapel to seat between 100-150 people. This chapel would provide a space for daily Mass, small events, and Adoration.
- b. A new rectory on a new site on the property.
- c. A recreation center on the site of old rectory
- d. Conversion of the existing gymnasium into a two-story facility with a downstairs parish hall and a second story space that will provide potentially more classrooms, a small hall, and/or office space.

Father has received from the parish staff, feedback on additional need. Some of these needs were identified with feasibility remarks by the architect and include:

- a. Emergency exits from the worship area: Architect's response: These are needed for code compliance anyway.
- b. A larger sanctuary space. Architect's response: This would be an interior renovation project not out of line with the support infrastructure already part of the building, so easily accommodated.
- c. Potentially a balcony to allow for more seating. Architect's response: This is a more difficult project because of the necessary steps and space for the columns for support. It is possible as far as space goes.

Additional needs identified by staff that will either be further considered or are already part of the planned development:

- a. Provide visibility for choir, piano, organ
- b. New paint and flooring refresh

- c. Larger meeting spaces and more classrooms with updated technology
- d. A larger parish hall with easy-to-use technology
- e. Chapel
- f. Additional storage space throughout
- g. Additional parking
- h. HVAC upgrade

2. Square footage breakdown

Our current size is about 72 000 ft², most of which is dedicated to worship space

~5000 ft² is meeting space but this includes the current gym

~4000 ft² is office space

Remainder is rehearsal space, a large preschool space, and support space (restrooms, etc)

The current site utilization map was used to show impacts. There are some challenges to change on the main level of the current facility. There is current space available for change such as the double height of the gym area.

3. Proposed building phases:

a. Phase one - Chapel: Two options were presented for the addition of a chapel in the Cogswell Hall space. Both options:

- would provide the necessary seating,
- would allow for 24/7 secure access for Adoration
- would provide handicapped access to the chapel
- would have two points of access.
- would use the current Cogswell Hall and surrounding area.
- would reuse the large stained-glass window currently in Cogswell Hall

Option 1:

- Some of the current preschool playground would be lost to the construction
- It would have an outside handicap ramp

Option 2:

The handicap ramp is not outside, but access would be from the lobby

Additional points:

- The 3D representation showed architectural elements that tie the new facility into the existing facility.
- Option 1 would provide some storage underneath for mechanical equipment, duct work, etc.
- The Cogswell Hall location is a good one because it provides for vaulted ceilings, does not lose parking or playground facilities, and is tied into the existing facility making its use more convenient than a separate facility somewhere else on the property.
- This phase of the project can go forward fairly quickly with very little permitting required.

Questions raised:

- Is this the only area for chapel? A: No, but it is best because there is no loss of parking, or much of the playground and ties into the existing facilities
- Which option would the architect choose? A: opt 1 with the outside entry, accessible plumbing, storage and space underneath. This option can be made attractive. Both options are ~ 3000 ft²

A discussion of advantages and disadvantages of each option followed.

b. Phase two - Rectory:

This proposal is based on the basic requests for moving the site of the rectory and providing four priest suites, some lower-level guestrooms, and a three car garage. The overall size would be ~6500 ft². This plan did not include what the rectory would finally look like.

Questions followed:

-Can we build a residential structure on commercial property? A: This is dependent on municipal requirements but will probably be built to a public code with handicap accessibility, etc. The goal, though, is to make it feel residential.

-Will it have an elevator? A: Yes, but a residential grade vs a commercial grade elevator.

-A suggestion by the architect to reduce costs is to make only one of the suites handicap accessible.

c. Phase three - Recreation Center:

This facility would go on the site of the current rectory and would not start until after the new rectory is complete.

With the site change, some parking space and green space will be made available.

The center would be a simple, one-story metal structure, built on-grade with no additional classrooms. It would have retractable bleachers, a large lobby, restrooms, storage, concession stand, and a covered patio entry with a drop-off driveway. There would be lift doors on the side of the building for use during parish events.

The current detention pond area could be reclaimed by putting large pipes underground to eliminate the need for detention pond upkeep and to provide additional green space.

d. Phase four - Conversion of existing gym to a parish event hall and classroom:

The plan would be to make the existing gym a two-story facility. A structural upper floor would be inserted. The lower room would provide for table seating for up to 456 people or lecture seating for 616 people. The existing kitchen would be reused and there would be storage for tables and chairs. Other features:

-The footprint could be slightly changed to get an increased ceiling height and reduce the need for special truss supports.

-An additional stair case would be needed

-The upstairs could be divided up in a number of ways to provide meeting space, office space, and/or classroom space.

-We will lose our current parish hall until this phase is complete.

-The gym has flexible potential.

Question: What would the height of each of the levels be?

A: The floor level of second floor will be slightly raised and a ramp will be added. The parish hall would be about 11 ft. It would be a coffered ceiling. This design would allow for sprinklers. If this ceiling is not high enough, we could push up into second floor a bit.

The second floor height will be about 10ft, maybe 12 ft.

Other points/questions:

A suggestion was made to take a field trip to St. Anne's parish. Their renovation will give us an idea of what these heights would look like.

The conversion would have an attractive entrance and be flanked by storage.

Father Henry wants the facility changes to allow for consolidation of office space. Currently departments are separated.

Q: Can we convert Cogswell into office space? Any offices given up will become classrooms
A discussion of options followed. The architect pointed out that there are many ways to reconfigure the new space.

Comment: Putting Cogswell into the new second floor space, cuts off some of the potential classrooms. Response: We will get back the rooms now being used as office to use as classrooms

Mr. Boland recommended good quality partitions for the lower space to make good use of a really large room. He did not recommend partitions for the upstairs space.

Q: What would be a ball-park cost?:

A: Chapel: less than \$1.5 million,

Rectory: \$1.2 mil

Gym: \$4.5-5 million

The architect recommended we get a contractor to help with cost estimates.

The total cost does not have to be in place all at once.

Phase 1 and 2 are doable whenever

Comments: We need to bundle the development and get a cost estimation to present to the Archdiocese for a potential loan.

Process: Present to parishioners and determine support. Then the Site Development Committee will develop a tentative plan based on the architect's recommendations, then a basic cost estimation will be made. After these steps a capital campaign can begin. We are probably looking at a five-year capital campaign.

Next steps: Have the Site Committee work out the basic details and get a ball park estimate. Bill Peltier will work with the committee to generate a cost estimate.

Father will inform the parishioners of the potential development at the Sunday Masses on Nov 11-12. Father will then hold a Town Hall meeting for parishioners to gauge support. Mike Boland will be at this meeting to show preliminary graphics and answer questions.

Father thanked Mike Boland.

II. Minutes:

The minutes from the previous meeting had been emailed to all the members of the Council.

Melissa noted the incorrect date had been changed.

The minutes stand as corrected

III. Review of the Financials:

A: Statement of Activities: Comments, questions, answers

QP1: There is no comparison of this year's children's collection to last year's? When did we start the children's offertory? **A:** This started around June and the trend in giving is going up.

QP3: What was the charity expense? **A:** This is still finishing up the parish contribution pledge to SVdP.

QP4: Why is the Books and Publications expense so high? **A:** More people registered than expected.

QP7: Why is the Software Agreement expense so high? **A:** Brandi is still working on getting new agreements and prices.

QP5: Why is the Annual Budget YTD already over half the annual budget four months into the fiscal year? **A:** This appears to be a function of poor budgeting by this department.

QP9: Parish Social expenses are running ahead of budget expectations. How many more social events will there be? **A:** The parish social events have an **identified income account** which offsets the expenses noted in 5210.

C. Balance Sheet: Statement of Financial Position: No questions

D. Archbishop's Annual Appeal:

Goal: \$146 400. Pledged: \$355 899?

Paid: \$260 922

Refunded to St. Lawrence: \$114 522 Percent paid of goal: 108%
(75% to our endowment, 25% back to parish)

E. Final parish picnic cost: \$2 475.71

IV: Father Henry's Comments/Points of Discussion

- A. Haiti:** Brandi reported that she gave the charity request for Haiti back to Judy Varly for changes. Judy has not gotten back to Brandi yet.
- B. I Give Catholic:** This will begin Tuesday, Nov 28. Early giving will begin November. The goal is \$50 000 and will go for new liturgical items such as vestments and new ciboriums.
- C. Site Development:** Father will use Nov 11-12 Masses to explain the proposed additions and changes to our parish facilities and to preview our upcoming Parish 50th anniversary.
- D. 50th anniversary:** There are a number of parish events planned to celebrate our parish anniversary. There will be a Mass of Gratitude on May 31. Bishop Hartmeyer will celebrate an anniversary Mass on June 17. Then there will be a Mass on the Lawrenceville Lawn, date TBA. For this Sunday, other Masses will be cancelled. We will have a Gala to celebrate the anniversary as well. It was suggested that the Gala might be a good time to make an initial pitch for the upcoming capital campaign.
- E. New receptionist:** Francella Ford has been hired to be our new receptionist. She is bilingual. Father hopes to provide some stability up front.
- F. Annual Parish Financial Report:** Father showed the Council the Annual Parish Financial Report which will be presented to the parish on the Feast of Christ the King, Nov. 26.

V: New Business

A. Fundraising requests

1. Carry the Cross: The Knights of Columbus will carry a cross up Kennesaw Mtn. to raise money for seminarian support. Pledges will be taken in the narthex.

Motion: Marianne VanName moved that we approve this fund raiser for October 29, 2023. Matt Coles seconded the motion. The vote was unanimous to approve.

2. Fish Fry: The Knights proposed a Friday Fish Fry fund raiser for Lent.

Motion: Melissa Kinard moved that we approve this fund raiser for the Fridays of Lent. Marianne VanName seconded the motion. The vote was unanimous to approve.

3. Krispy Kreme: EDGE propose a digital fundraiser for Nov 12. Digital orders for Krispy Kreme donuts will be placed that will provide donor with a coupon to pick up donuts from the store. This will be all online and no facility space will be needed.

Motion: Marianne VanName moved that we approve this fund raiser for November 12, 2023. Barbara Estes seconded the motion. The vote was unanimous to approve.

VI: Call of the Council:

- 1. Signage questions – Some interior signs are in the process of being redone.

Next meeting: **Wednesday Nov 29, 2023, 7:00 p.m.**

The meeting ended at 9:00 p.m. with the St. Lawrence parish prayer.

Respectfully submitted,

Melissa G. Kinard, FC Sec'y

Minutes: St. Lawrence Parish Finance Council

November 29, 2023

Attendance:

Voting Members: Tom Topoleski, Melissa Kinard, Barbara Estes, Steve Zahradka, Karol Gaines, Perry Patterson

Absent: Matt Coles, Marianne VanName,

Ex-Officio members: Father Henry, Brandy Lake

I. Called to order:

Father Henry called the Finance Council meeting to order at 7:02 p.m. with an opening prayer for peace in the world

II. Minutes:

The minutes from the previous meeting had been emailed to all the members of the Council.

No changes were recommended. The minutes stand as presented.

III. Review of the Financials:

A: Statement of Activities: Comments, questions, answers

Q:1 Several contract services accounts are over budget. A: We have had quite a few visiting priests, Kelly Schreckenberger's services have been moved to a contract service account, and the cost of cleaning services have increased expenses from these accounts.

Q: P4: Why is there such a large *Books and Publications* expense this month? A: Father ordered books for Advent to be given out to parishioners. Father also bought books for catechists addressing catechesis to young children.

Q: P6: Is the increase in *Lay Salaries* due to hiring more pre-school teachers? A: Yes. We have more students therefore more teachers. Note that the income in the preschool category has also gone up because of this increase in the student population.

Q:P7: A comment was made about the high postage cost this month (account 5130)

Q:P: A question was raised about the supplies expense that covers offertory envelopes. A: Brandy said there is something wrong with this expense. She is looking into this. This particular expense covers bulk offertory envelopes as well as envelopes for mailing.

B. Balance sheet:

No questions were asked or comments offered.

C. Cost Updates:

1. Helping Hands Ministry sent \$7000 per email vote
2. Trunk or Treat final cost: \$2398.61
3. Staff rescue: \$614.84- we hosted rescue project and this was food
4. St. Lawrence Feast Day: \$363.84

D. Annual Appeal:

Goal: \$146 400

Pledged: \$363 763

Paid: \$276 595

Over: \$130 194 (53% over goal)

Brandy noted that the parish has not received a check from the Archdiocese in several months. Father Henry noted that there have been personnel changes at the Archdiocese and that is the probable reason. Father also noted that most of the money rebated from the Archdiocese will go into our endowment fund.

IV: Father Henry's Comments/Points of Discussion

- A. Update on site development and project planning:** Father Henry has spoken with Mike Boland about having some proposed renderings ready for presentation to the parish. Mr. Boland will provide drawings of the proposed chapel and for the gym conversion to a two-story space. These will include drawings of the proposed lower-level hall and the upper-level meeting and classroom spaces.
- Father Henry is targeting mid-December for the drawing display in order to maintain parish interest and enthusiasm. Tentatively, the plan is to begin fundraising in April, after the the Archdiocesan Annual Appeal. Ground breaking is targeted for June coincidental with our 50th anniversary celebration.
- When Father Henry gets the final renderings from the architects, he will email them to the Finance Council members for review.
- Q: Did Bill Peltier get together with a contractor to get a cost estimate? A: No, because Bill needed more input from Mr. Boland.
- Q: Will The Archdiocesan Appeal assessment go up because of our parish success with the appeal? A: No, the Appeal assessment is based on parish size and on the 2022-23 income. After allowed deductions are taken from the parish income, the assessment is around 8%. A comment was made that the revenue from the Appeal will likely drop because of the upcoming capitol campaign. Parishioners will adjust their giving to accommodate the capitol campaign giving.
- B. Personnel Issues:** Father noted that there are changes in personnel needed. He particularly noted the following issues that address personnel changes:
- 1. Parking Lot Security:** Parking and traffic flow on Sundays around the 10:00 a.m. to 2:30 p.m. Masses and religious ed classes is creating persistent security issues. Research into solutions indicates that a policeman with a car is probably too expensive. A security service with two people to cover the traffic area would cost around \$2100/month. Father has established a preliminary security team. This group will attend an Archdiocesan meeting on parish security measures to learn what the Archdiocese expects parishes to do about security. A discussion followed:
- Q: How many people does the security contract provide each Sunday? A: Two people watching the perimeter. They have no jurisdiction to control street traffic. Father noted we will also have to add traffic striping and traffic patterns and then enforce these.
- Q: How long will it take to establish a security team? A: We already have one, but it is disjointed. The challenge is getting people with security expertise. Brandy noted that the security company that provided the security quote is able to train people.
- Q: How long would the contract be for? A: More than 6 months, probably a year.
- Q: How long will it take to get the security company in place? A: It can be put into place immediately.
- Q: Will it affect our liability? A: Yes, it may drop our insurance some.
- Q: What about lighting for the parking areas? A: The security people could make recommendations. We would also need to update traffic markings and identify *No Parking* areas.

Q: For the Scott Hahn event, will we use a security company or police? A: We will use police.

The discussion was tabled until after the Dec 4 Archdiocesan security meeting so the security team will know how to assess the parish needs and compare these needs to the provisions of the security contract.

2. **Nursery:** The parish is busy enough to need more nursery time. Currently the nursery employee works morning to afternoon on Sundays and twice each month for the Young Families Group. The question is whether we hire another part time nursery person or bump up the hours of our existing employee. She currently is also employed with our preschool part time making her employment near 27 hrs. It would be generally cheaper to have a second part timer as we could get more hours. Father will have a ministry fair on Jan 20th and 27th and will include requesting nursery volunteers at this time. It was noted that if we do not get enough volunteers, we would have to consider hiring a person. In addition, it was noted that volunteers would have to be coordinated. An employee would be easier to schedule.

Two Finance Council members (Barbara and Melissa) voiced support for hiring an employee as likelier to provide more stable coverage for the nursery.

3. **Maintenance position/cleaning:** The facilities are large enough and used enough to require a second full-time person for general cleaning and maintenance. Because we have a parttime person budgeted currently, making this a fulltime position would only cost an additional \$11 000/year. We would terminate the contract cleaning services we are using now.

Motion: Melissa moved that the parish hire a full-time cleaning/maintenance person and terminate our current cleaning contract.

Second: Barbara seconded the motion.

Vote: Unanimous. **Motion carried.**

4. **Faith formation:** The parish plans to add a family option to Faith Formation next year. This program is called *Families Forming Disciples* and is geared to an age range of k-8. This would be a program that has families watch a video presentation together and follow this with a discussion as a family.

This program would be a limited option. One anticipated issue with this program is that many of our families use two languages in their homes; the adults are primarily Spanish speakers and the children primarily English speakers.

Another issue is space. This program would probably have to run on a different night than the usual faith formation program.

Currently, Michele is here all day Sunday running our K-8 Faith Formation, so if we introduce this new program, we will need another person to run this new piece.

Q: Can Diane run this component? A: Diane is currently doing adult formation and could not.

Comment: The current faith formation separates adults and children and the adult presentation is not as useful as it could be. It is mostly social. Father Henry indicated that he wants this component in order to encourage young families socializing.

This discussion is for future planning for more personnel.

5. **Recategorizing Special Ministry:** Christina and Lori are currently acting more as administrators than working on special ministries. Father Henry would like their employee status changed to Administration and eliminate the Special Ministry employee category.

Motion: Barbara Estes moved to recategorize the Special Ministry into Administration and eliminate Special Ministries.

Second: Tom Topoleski seconded the motion.

Vote: Unanimous. **Motion carried.**

Brandy will make the necessary accounting changes.

- C. **Annual Report:** Father reported that a parishioner submitted concerns about the Parish Annual Report. The parishioner felt that there were many things wrong with and/or missing from the Parish Annual Report (11 items cited). Father's concern was whether we need to

change our annual reporting process to include more information, specifically comparisons to the previous year's report.

A brief discussion followed about parishioner access to more financial information if they wanted to follow up with questions and whether the current report complies with the Archdiocesan requirements. Father noted that parishioners are always welcome to ask for more financial details and our published report was in compliance with the Archdiocesan guidelines.

Motion: Perry Patterson moved that we continue to formulate the Annual Report following the Archdiocesan guidelines.

Second: Tom Topoleski seconded the motion.

Vote: Unanimous. **Motion carried.**

- D. Flowers for the altar:** Beginning next year we will be selling flower sponsorships as memorials to provide flowers for the weekly Masses. Easter and Christmas will continue to be provided by the parish.

V: New Business

A. Fundraising requests

- 1. Youth Ministry:** CHWC Dollar Wall: April 6, 2024 for four weeks after every Mass. Proceeds to support the cost of CHWC providing funds to cover the costs of students going to the work community in Knoxville.

Q: How is this fund raiser done? A: Barbara explained the procedures for this fund raiser.

Q: What work are the students doing for this fundraiser? There seems no buy-in by the kids.

This request was denied until there is a student work component developed.

- 2. Respect Life Ministry:** For two weeks, Jan 14th and 21st, baby items will be collected and on Jan 27, 2024, there will be a baby shower to support Obria.

Motion: Karol moved to approve this fundraising activity.

Second: Perry seconded the motion.

Vote: Six in favor, one abstention. **Motion carried**

V: Call of the Council

- A. Parish Fiftieth Anniversary:** Perry asked if there is a budget for the celebrations. His committee is trying to line up an event space and it is apparent that there will be a cost gap between the revenue from tickets and what the event will actually cost. Perry indicates the event needs to be a budget line item. We will also need to do some sponsorships.
- B. Parish Website:** Tom asked who to talk to about errors on the parish website. Father Henry told Tom that he (Father Henry) is the one to address errors to.
- C. Will the Fiftieth Anniversary video clip be made available?** Father said that the clip is too big to upload to the website but he is working on making this clip available.
- D. Father Henry would like the Finance council Policies and Guidelines reviewed.** For our next meeting, he would like to have the guidelines for member terms and number of members serving presented.
- E. Father Henry asked that we pray for Marianne VanName's husband.** He is recovering from surgery

Next meeting: **Wednesday, Jan 31, 2024**

The meeting ended at 8:55p.m. with the St. Lawrence parish prayer.

Respectfully submitted,

Melissa G. Kinard, FC Sec'y

Minutes: St. Lawrence Parish Finance Council

January 31, 2024

Attendance:

Voting Members: Tom Topoleski, Melissa Kinard, Steve Zahradka, Perry Patterson, Marianne VanName, Karol Gaines, Barbara Estes

Absent: Matt Coles,

Ex-Officio members: Father Henry, Brandy Lake, Father Christian, Jacob Butts

I. Called to order:

Steve Zahradka called the Finance Council meeting to order at 7:01 p.m. Father Henry offered an opening prayer for the success of our parish 50th anniversary celebration.

II. Minutes:

The minutes from the previous meeting had been emailed to all the members of the Council. No changes were recommended. The minutes stand as presented.

III. Review of the Financials:

A: Statement of Activities: Comments, questions, answers

Q1 P1: Based on the deficit in the **Building Fund Online Giving** (olg), is olg lagging? **A:** Father Henry noted that the population in Gwinnett is becoming more minority based and this population does not ordinarily participate in olg, so, yes, olg is lagging.

Q2 P1: Leases and Rentals Income: Why is there a row of zeros in this entry except for an entry in YTD last year? **A:** Brandy explained that this income has been moved to *Recreation Income*.

Comment: A comment was offered about how our preschool program is increasingly successful.

Q3:P1: Why did *Maintaining God's House* (MGH) income increase so much? **A:** The parish received several big donations to this fund in December. Any MGH funds will be transferred to savings that will be added to our upcoming capital campaign funds. Capital campaign funds do not fall under our archdiocesan assessments. **Comment:** The parish has already received some donations to the capital campaign.

Q4: Do we not budget for the Columbarium? **A:** No, because we cannot predict the funds that will be needed.

Follow up Q: When a niche is purchased, when is that income accounted for? **A:** The money is counted as income at the time of the purchase.

Follow up Q: Is this money put into an interest-bearing account? **A:** The net purchase money goes straight to a savings account. However, part of the purchase price goes to a foundation to insure long term care of the columbarium.

Reminder comment: The Finance Committee had agreed at the November meeting to reclassify several employee salaries. This reclassification will appear in next month's financial reports

Q5:P3: Why was there such a big expense for the liturgical supplies in December? **A:** It's due to increased Christmas liturgy expenses, especially flowers. This category is not off budget for the year, just for the month.

Q6: P3: Why does the *Family Faith Formation* category have no entries for this year? **A:** This expense has been put into *Supplies*. **Comment:** The cost for the books given out to parishioners at Christmas will also come out of the *Supplies* category and will show up next month.

Comment: Brandy noted that she included an *Income Notes* page to explain changes to accounting, reclassifications, and other apparent entry anomalies.

B. Balance sheet:

Q1:P2: A question was raised about the *Haiti Exchange* category of funds. **Response:** Father Henry explained that the Finance Council had previously agreed to expand our parish giving beyond Haiti and had established a committee, *Helping Hands*, to determine appropriate recipients and distribution of funds in that category. However, the funds in the *Haiti Exchange* were donated specifically for Haiti and must be reserved for Haiti. *Helping Hands* is charged with determining the appropriate distribution of the *Haiti Exchange* separately from their Helping Hands funds. A discussion ensued raising several issues:

Issue 1: How long does the Parish have to hold onto this money? Is there a deadline?

Response: The money donated for Haiti must go to Haiti so there is not a set deadline for its distribution. This money must be reserved for Haiti to honor its donors.

Issue 2: Is there any communication between the Helping Hands committee and Haiti to determine a need for this reserved money? Haiti has tremendous need. **Response:** The Helping Hands Committee is charged with this communication. One of the main concerns is that there is due diligence done on any requests for money coming from Haiti. There needs to be assurance that requests from Haiti represent a genuine need and that any money sent is used for the determined need.

Q2:P2: Helping Hands was given some start-up funds and will be given the Holy Thursday collection as income to continue their work. Does the Holy Thursday collection provide enough income for Helping Hands? **Response:** If Helping Hands cannot meet appropriate requests for money, we can revisit how the parish support could be increased.

C. Cost Updates:

1. Scott Hahn: Final cost: \$6928.25

2. Our Lady of Guadalupe: Raised \$18 556.18

Q: What is done with this money? **A:** This money is given to the parish. The money will probably go into the upcoming non-assessed capital campaign funds.

3. Christmas Concert: Raised \$1044 (vs. \$1766 in 2022)

Comment/Q: Why did this concert make less this year than last? **Response:** Probably because it was the same performers as last year and maybe it was not advertised as much or early enough. Next year we will try for different performers.

4. Annual Appeal Update: Goal: \$146 400 in 2023. Goal: \$167 800 for 2024. This amount is a percentage based on our projected parish income. **Comments:** The changeover in online giving at the archdiocesan level caused a loss of records for previous years donations.

5. Father Henry noted that the Archdiocese has instructed parishes to send the Annual Appeal collections directly downtown without counting/handling the money. The Archdiocese will handle the counting process through a service. The Council raised concerns about the chain of custody of this collected money.

Motion: Marianne VanName moved that St. Lawrence **count** the Archdiocesan Annual Appeal collection **in house**, account for checks donated, and process **one check** for the amount of **cash** donated. The parish would then send all of the checks directly to the processing company for counting.

Seconded: Barbara Estes seconded this motion.

Vote: The Council vote was unanimous. The motion was approved.

IV: Father Henry's Comments/Points of Discussion

A. Update on Master Plan: Father Henry, Brandy, and the Master Plan committee have developed a tentative plan to realize the upcoming building project. The current plan is to develop the chapel and rectory phase first. The Chapel will be a commercial build and the rectory will be a residential build. However, Father would like one large building campaign. We do not have a ball park figure yet for any of the project, so we cannot approach the Archdiocese for a loan. With such a large a campaign, the Archdiocese will want one-third of the money on hand, one-third pledged, and they will offer one-third as a loan. We have

enough on hand for the chapel phase of the project, but will need to raise the money for the rectory. Father said we could hire a fund-raising company, which would cost about 20% of the proceeds raised, or we could handle the fund-raising in-house. Father favors an in-house process. Once Father has a sense of the chapel and rectory costs and the Master Plan Committee transitions to a Building Committee, we can proceed with fund-raising. The builder will provide the cost estimate.

Q: Must the parish work with Catholic Construction? **A:** FH: No, in fact, Catholic Construction would not know the particulars for our area. But, we have to have people contracted for each building step before costs can be estimated. We hope to get a cost projection soon. Father is planning to have the initial ground-breaking occur at the parish Fiftieth Anniversary.

Q: Has there been any feedback from parishioners about the building project? **A:** Yes, and it has been generally positive.

Q: Is the drawing on the website? **A:** Yes, but not the 3D one yet. The architect is working out particulars on this drawing and it will post be posted as soon as it is ready. Father Henry wants to tie this action with the opening of a capital campaign.

B. Website/Bulletin/PS Online Giving

1. Brandy and Darlene are working on an updated communication system. A new website is under construction.
2. The Bulletin is to be revised to increase the information content and make it more meaningful to the parishioners.
3. Our olg is currently administered through VANCO. However, the parish has gone to ParishSoft for its general business administration. ParishSoft is able to tie together information such as parishioners to their giving history. So, it would be administratively more efficient if our olg administration was switched from VANCO to ParishSoft. In addition, ParishSoft is less expensive than VANCO. Father Henry is targeting March 31, Easter Sunday, for the parishioner transition from VANCO olg to ParishSoft olg. Father Henry will do some informational prep work with parishioners. Brandy is willing and able to help any parishioners with the changeover. The Finance Council members were generally in agreement with this transition.

V: New Business

A. Fundraising requests

1. **Knights of Columbus Fish Fry Raffle.** The K of C plan to sell raffle tickets in the narthex after Mass on specific dates in Lent. The funds raised are to benefit Faith in Action programs. Brandy noted other events in the narthex during the same proposed dates but it was determined that the events would not conflict with each other.

Motion: Marianne VanName moved that **we approve** this fund raiser for the indicated dates.

Seconded: Karol Gaines seconded the motion.

Vote: The vote was unanimous to approve. **Motion was approved.**

2. **Ladies of St. Lawrence** want to host a dessert table at each of the Lenten Fish Fry evenings.

Motion: Karol Gaines moved that **we approve** this fund raiser for the indicated dates.

Seconded: Marianne VanName seconded the motion.

Vote: The vote was unanimous to approve. **Motion was approved.**

3. **Savors and Sounds** to be held August 10, the Feast Day of St. Lawrence. This event was unclear as to its purpose and sponsor organization. In addition, it was scheduled to coincide with the Feast of St. Lawrence but would actually take place after that feast day Mass was celebrated.

Motion: Marianne moved that this application **be returned** to the applicant for clarification of details and sponsor.

Seconded: Perry seconded the motion.

Vote: The vote was unanimous to **return the application** for clarification. The motion to **return** the application **was approved**.

V: Call of the Council

Next meeting: **Wednesday, Feb 28, 2024, 7:00 p.m.**

The meeting ended at 8:15 p.m. with the St. Lawrence parish prayer.

Respectfully submitted,

Melissa G. Kinard, FC Sec'y

Minutes: St. Lawrence Parish Finance Council

Feb 29, 2024

Attendance:

Voting Members: Barbara Estes, Karol Gaines, Melissa Kinard, Perry Patterson, Tom Topoleski, Marianne VanName, Steve Zahradka

Absent: Matt Coles,

Ex-Officio members: Father Henry, Brandy Lake, Father Christian, Jacob Butz

I. Called to order:

Steve Zahradka called the Finance Council meeting to order at 7:01 p.m. Father Henry offered an opening prayer for Kathi McKenna's mother and all sick parishioners

II. Minutes:

The minutes from the previous meeting had been emailed to all the members of the Council.

A member's name was misspelled (Jacob Butz) and was corrected in these minutes and will be corrected in prior minutes.

Motion: Marianne VanName moved that the minutes be accepted as amended.

Seconded: Perry Patterson seconded the motion

Vote: The Council vote was unanimous. The motion carried.

III. Review of the Financials:

A: Statement of Activities: Comments, questions, answers

Q1 P2: Why is the **High School Summer Camp** actual income so much lower than the budgeted income? **A:** Father Henry budgeted money for the high school summer camps because he wants to encourage student participation in the camps. As of now, only twelve students are planning to attend the Catholic Heart and Steubenville work camps but there are many more students eligible. Father Henry has challenged the youth group leaders to have the participants work and raise some of their expenses both to encourage participation and to have student buy-in. However, the participating youth have only raised about \$2000 so far. The money Father allocated in the budget is to make up for any shortfall in the student fundraising activities.

A discussion followed: Tom commented that the **Dollar Wall** fundraising request submitted this month by the youth group leaders is not significantly different than the same request submitted in November. That request was denied because there was not a work component for the students. A Council member pointed out that this time the application has students decorating and selling the envelopes as their work component. A question was asked about what the students do on the work camp trips and could this count as working for the trip money. Father Henry pointed out that the people benefitting from the students' camp work are not in our local community. He described an action in another parish that had parishioners submit "chores" for students to do to earn service hours. Father Henry wants some high school student visibility to encourage parishioners to support the students' fundraising. Father Henry has also encouraged the youth leaders to have former student camp participants speak to the parish about their experience to generate parish enthusiasm. (This was cautioned by a council member that a student would need mentoring in order to effectively speak to the whole parish.) Another member suggested that students work around the church to earn money. Father Henry will relay this discussion to the youth leaders and invite them to a Council meeting to allow the leaders to explain their fundraising plans and answer our questions about them. Father Henry tabled further discussion until we address the fundraising requests.

Q2 P2: Is the difference between the **Preschool** Year-to-date budget and the Annual budget achievable in the remaining fiscal year? **A: Yes.** The budget will be met by the upcoming

months' tuition payments. The registration fees that parents will pay for next year do not get credited to this year's budget.

Q3P9: Why are the **Contract Services** for the house over budget? **A:** The cleaning service raised their rates.

Q4P9: Why is the **Parish Social** budget down \$19 000? **A:** There was a big down payment for the Hall that will be used for the Parish Anniversary celebration.

Q5:P3: Why are we overbudget on **Contract/Professional Services**? **A:** We have changed Parish software.

Q6P6: What is the **Miscellaneous Expense** (\$3504.26) that was not budgeted for? **A:** A camera and other photography supplies were purchased for the photo ministry. This camera will remain on site for use by this ministry.

Q7:P6: Why is the **Preschool Lay Salaries** so under budget? **A:** We lost one of our teachers who left for a full-time job.

Q7P8: Why is the **Maintenance Contract B** so much more than the Last Year Actual? **A:** Brandy was not sure but the best way to know is to add up all the costs. It was probably due to **the sewer system**. The pumping uphill is problematic and requires frequent expensive maintenance.

Q8P9: Are the **Emergency Repairs** due to the sewer issues? **A:** No, because sewer maintenance is a contract expense and paid from contracting services budgets.

B. Balance sheet:

Q1:P2: Brandy indicated that the line item: **Due to Archdiocese expense of \$1670** represents a billing error. Brandy noted that there was an issue with an address change that had not been reported to the parish so a check had been issued and returned.

C: Archdiocesan Annual Appeal update:

Comment: Father Henry reported that he has informed the Archdiocese of the Finance Council's decision in January to count the Archdiocesan Annual Appeal collections in house. Father also noted that there are other parishes taking this action.

Comment: Brandy reported that the November and December **Archdiocesan Second Collection** envelopes containing checks have **not been applied** to parishioners' accounts. These envelopes were mailed back to Brandy for her to credit the parishioners' accounts vs the Archdiocese doing this. This process has resulted in a delayed reporting of Nov and Dec postings. The checks were, however, cashed. This delay may negatively impact donation records for peoples' tax reporting. The Appeal monies are being managed by a new Archdiocesan program *Mission Advancement*.

Comment: Father Henry has noted that St. Lawrence has **pledged over the required amount** for the Annual Appeal. ((Goal: \$167 800: Pledged: \$169 300))

IV: Father Henry's Comments/Points of Discussion

A. Finance Council Bylaws – Father Henry does not have the bylaws ready. He hopes to finalize them for the next Council meeting.

B. Update on Master Plan:

1. Father Henry met with Smith Boland ahead of the first **Building Committee meeting on Tuesday, March 5**. This first meeting will be a goal setting meeting and a discussion of the fundraising structure. Father also noted that the Building Committee will have to work closely with the Finance Council because of the building expenses.
2. The **groundbreaking** for the Chapel is scheduled for **June 17**. The plans for the chapel are nearly ready and will probably be shared with the Building Committee at their initial meeting. After the plans have been fine-tuned and accepted, the Committee will seek contractors' bids.
3. There are **preliminary plans for the rectory** and these will be presented to the Building Comm.
4. Before any actual building can begin, we will have to address **our current sewer system limitations**. Right now, our sewage is pumped up to the city sewer system and it

frequently fails. This costs about \$2000 to fix every time there is a failure. This system will not be a very workable or affordable solution as we add more traffic in the church. Father will be talking with Catholic Construction to consider tapping into the next door (townhouses) sewer system or any nearby downhill city sewer system.

5. **The rough estimate for the chapel construction, including furniture, is \$1.5 million**

C: Staffing Issues

Since Kelly's contract has ended, Darlene Arce has been overloaded with building the new website and other communication tasks. Father would like to hire a part time person for communication to free up Darlene's time for her normal duties. Brandy commented that once all the new communication systems are in place, Darlene should be able to handle most of the tasks required.

Father said we also need a part time person for the nursery.

V: New Business

A. Fundraising requests

1. **Dollar Wall fundraiser:** Can Nick find way to tie the Dollar Wall to student service?

There is also the expense of sending the chaperones. The cost for each person to attend the camp is \$600. Father would like to see a three-tier process in which the family contributes one third, the parish contributes one third, and the student fundraises one third of the money required to attend the camp(s).

Motion: Marianne VanName moved that this fundraising request be **denied** until it can be tied to a substantial student work component.

Seconded: Tom Topoleski seconded the motion

Vote: The Council vote was unanimous. The **motion carried and the fundraising request was denied.**

2. **After a brief discussion referring back to the discussion at the outset of the meeting, the following motion was made:**

Motion: Barbara Estes moved that if a fundraising request is denied, the Finance Council can offer the group making the request an opportunity to come to a Finance Council meeting to explain and defend the request.

Seconded: Marianne VanName seconded this motion.

Vote: The Council vote was unanimous. The **motion carried.**

Father Henry said he will talk about **this vote at the Parish Ministry meeting in May.**

VI: Call of the Council

Comment: Marianne VanName, speaking about the success of **Rescue**, offered the opinion that the parish should **fund the hospitality** costs for this program rather than ask attendees to pay. Father Henry and Brandy were unaware that the hospitality costs had not been covered. There seems to be some misunderstanding and this will be looked into.

Comment: Father Henry expressed his appreciation for the Finance Council's efforts, especially their careful attention to our parish financial details. Our parish has handled its finances well because of this effort. Father Henry noted that St. Lawrence has one of the most engaged councils of the diocese.

Next meeting: **Wednesday, March 20, 2024, 7:00 p.m.**

The meeting ended at 8:25 p.m. with the St. Lawrence parish prayer led by Father Christian

Respectfully submitted,

Melissa G. Kinard, FC Sec'y

Minutes: St. Lawrence Parish Finance Council

March 20, 2024

Attendance:

Voting Members: Barbara Estes, Melissa Kinard, Tom Topoleski, Marianne VanName, Matt Coles, Steve Zahradka

Absent: Perry Patterson, Karol Gaines,

Ex-Officio members: Father Henry, Brandy Lake, Jacob Butz, Father Christian

I. Called to order:

Steve Zahradka called the Finance Council meeting to order at 7:04 p.m. Father Christian offered an opening prayer.

II. Minutes:

The minutes from the previous meeting had been emailed to all the members of the Council. No corrections were offered. The minutes stand as presented.

III. Review of the Financials:

A: Statement of Activities: Comments, questions, answers

Comment: Our offertory is up 4.5% from last year.

Q1:P1: What are *Other Parish Collections*? **A:** These are collections taken up in pew that are not usual collections. For example, such collections as Good Friday and the Feast of the Immaculate Conception.

Q2:P3: Why is the *Liturgy Books & Publications*, \$2800 over budget? **A:** This overage represents the cost of the Lenten book purchased for parishioners.

Q3:P4: Is our software licensing still transitioning? **A:** Yes.

Follow up question: If we are changing to ParishSoft, will you (Brandy) help us navigate our sign up? **A:** Yes, just call for an appointment. Father noted that his *Pastors Corner* this weekend will talk about this software transition and provide information for parishioners to use to sign up.

Q4:P6: The *Preschool Continuing Education* category (5275) is way over budget. **A:** Yes, this will be addressed in next year's budget. It was **noted** that any prepayments for next year's preschool tuition is held for crediting in the upcoming year's budget.

Q5:P9: Our *Parish Social* budget is YTD 3\$9 900+, over budget. **A:** This expense is mostly due to **GALA** costs.

Q6:P7: *Printing & Stationery* (5135) YTD is double the budget. **A:** This represents the cost of printing the *Ministry Directory* and the *Annual Statement*. Next year, these costs should be built into the budget.

Post meeting note: On March 21, 2024, Brandy emailed out a detail of the expenses in the line item *Printing & Stationery*, 5135, with an explanation of the increased expenses. The overage is due to the indicated printing costs of the directory and statements but also due to printing the *Text to Give* cards, and general increased use of the copier to print out year-end contribution statements and ministry sign up information. These costs will be noted so that next year's budget will take them into consideration.

B. Balance Sheet: No Questions/Comments were offered.

C. Archdiocesan Annual Appeal update:

Goal: \$167 800

Pledged: \$223 024

Paid: \$72 238

Shy of goal (3/20/24): \$95 562

Q: How does the amount paid at this point this compare with previous years? **A:** This is about usual. Father Henry noted that St. Lawrence has the highest percentage of donors to the *Annual Appeal*. He feels this shows that we have parishioners very connected to their parish.

Father commented that other parishes are following our lead in the *Annual Appeal* payment process, i.e. counting parish donations and submitting the total as a check. Father has advised that Mission Advancement has a reporting backlog because of the cumbersome way they are handling the *Annual Appeal* money counts. St. Lawrence pledges are being processed more quickly than other parishes because we count the money, key in the checks, and upload the count directly.

Father also noted that the process used to obtain pledges somewhat compels people to complete a pledge envelope but not make a true pledge.

IV: Father Henry's Comments/Points of Discussion

A. Father discussed the *Archdiocese Annual Appeal* process and its current efficacy. Father has been asked to improve the process and wanted Finance Council opinion. Currently, parish assessments are based on Offertory income and varying assessments are applied to this income. For example, a percentage goes to Catholic schools, a different percentage to the education of seminarians, etc. The overall result for St. Lawrence is an assessment of about 23-24% of the annual income. The total assessment is offset by what is brought in by the *Archbishop's Annual Appeal*.

Because some types of income are not assessable and the incentive programs the *Appeal* has used such as rebating overage, not assessing overage, etc., parishes are incentivized to identify income differently to minimize assessments. Father suggests this process could be streamlined by simply applying an annual assessment to each parish based on their income. The parish would then be responsible for paying the difference between what the *Annual Appeal* brings in and the gross assessment applied.

The advantage would be that the assessment process would be simpler and would stop efforts to reduce assessable income.

Several comments were offered: First, a concern with our own upcoming capital campaign and its impact on the *Appeal*. Father pointed out that the capital campaign will negatively affect all other giving including our own offertory.

Do the parishioners need to know how our assessments are fulfilled? Sometimes a goal (like the *Appeal*) is appealing and attainable.

The Catholic church has done a poor job of educating congregants to give of their first fruits. Might this actually reduce our overall assessment?

Father pointed out that any changes made to the process will not take effect for several years. The Council was in general agreement with simplifying the assessment process.

B. Update on Master Plan:

1. Father has met with the Building Committee and responsibilities have been divided.
2. Projected costs were addressed at this meeting. The cost of the construction came in much higher than planned. A lot of the cost dealt with retrofitting the gym and partitioning the classrooms. Options were proposed and discussed to still meet our needs but reduce the cost. There was a strong feeling that the parish hall should be connected to the church and that the gym move.

The proposed change would transform the gym to a parish hall with a high ceiling maybe trying to gain some meeting space up top. The preschool will be transformed into meeting space. The preschool and gym will be a separate building. This change would cut about \$2.5-3 million off the price. The committee is still working with the architect on plans and pricing. Father is writing two letters. One to the Archbishop to ask for permission to begin the chapel and the second to the parishioners inviting them to come to a Town Hall on April

23rd or 27th to ask questions. The Archbishop's approval will be for the entire building project and they will be securing necessary permits.

We have the money for the chapel, so the plan is to break ground in June and start construction in September. Father hopes that this start will spur the upcoming capital campaign.

Comment: Think about the preschool **attached to the gym** vs. on top of the gym.

We still have a big sewer problem. We are in negotiations with our neighbors to see if we can tie our system to their system via a right of way.

Comments: Our current traffic access is one way in one out. We are looking to our neighbors to get access out at the back of the property. This will require permission from both the neighbor church and the neighborhood.

Father plans to propose to city that we will continue Constitution in at our expense. This access would mean fire trucks would be able to get in and out to serve both the neighborhood and the rectory. The Archdiocese is talking to city now about this process.. The Summit Ridge hospital would also need to agree to this unless we can make fire truck argument, in which case, the process would be under eminent domain.

V: New Business

A. Fundraising requests

1. **Take Stock in our Youth:** Father has spoken with Nick about involving student service in fund-raising projects. The general feeling was that component was addressed in this fundraising proposal.

Motion: Marianne VanName moved that this fundraising request be **approved** pending a review of the date and its possible interference with Confirmation.

Second: Melissa Kinard seconded the motion

Vote: The Council vote was unanimous. The **motion carried and the fundraising request was approved.**

2. **Krispy Kreme Digital Dozens:**

Motion: Marianne VanName moved that this fundraising request be **approved.**

Second: Barbara Estes seconded the motion

Vote: The Council vote was unanimous. The **motion carried and the fundraising request was approved.**

VI: Call of the Council

Comment: Tom shared the Lawrenceville COOP's Annual Report from 2023 and noted that St. Lawrence had given 19 554 lbs of food, supplied 13 volunteers, and gave 1448 volunteer hours. **St. Lawrence was second in volunteer hours and pounds of food donated. This is out of about 53 organizations involved in the COOP.**

Our **Respect Life** reported that our parish gave 115 bags and baskets to *Catholic Charities* and 150 to *Mending the Gap*.

Father got an email from Roseanne Larkins regarding another large donation made by St. Lawrence. Father noted we are a very giving parish.

Next meeting: **Wednesday, April 24, 2024, 7:00 p.m.**

The meeting ended at 8:16 p.m. with the St. Lawrence parish prayer led by Father Henry

Respectfully submitted,

Melissa G. Kinard, FC Sec'y

Minutes: St. Lawrence Parish Finance Council April 24, 2024

Attendance:

Voting Members: Barbara Estes, Melissa Kinard, Tom Topoleski, Marianne VanName, Perry Patterson, Karol Gaines,

Absent: Steve Zahradka, Matt Coles

Ex-Officio members: Father Henry, Brandy Lake, Father Christian

I. Called to order:

In Steve's absence, Father Henry called the Finance Council meeting to order at 7: 03 p.m. and offered an opening prayer for those parishioners making a sacrament this spring.

II. Minutes:

The minutes from the previous meeting had been emailed to all the members of the Council. No corrections were offered. The minutes stand as presented.

III. Review of the Financials:

A: Statement of Activities: Comments, questions, answers

Q1:P:3 Comment The Hispanic Ministry income is very favorable. **A:** This ministry has formulated a system for using the celebration of *Our Lady of Guadalupe* to raise money without much expense involved.

Q2:P:1: Is the *Maintaining God's House* income going into the capitol campaign? **A:** Father Henry indicated that this once/month collection will eventually become the capitol campaign collection. Meanwhile, the *Maintaining God's House* collection is being put into the capitol campaign account since this is money that is not assessed.

Q3:P:3: Comment: Shout out to our favorable actual vs projected income.

Q4:P:10 Our YTD *Income-Expense* is \$529 743.50? **A:** This is probably higher than normal because it reflects two stipend payments. At some point, this double payment will catch up in the books and this difference will become more usual.

Q5:P:3 The *Flowers & Decorations* expenses are high. **A:** Father says that we will have flowers every week but will be asking families to purchase the weekend flowers as memorials. These memorials which will be announced in the bulletin. This should contain costs.

Father Henry's Comment: Any non-earmarked money that comes into the parish will go into the capitol campaign funds. This account will be designated as the *G.I.F.T., Growing in Faith Together*, account. This account is not yet shown in the financial statements.

B. Balance Sheet:

Q1:P:1: Brandy noted that as of April 16 all Archdiocesan second collections (Liabilities lines 2951-2974) have been paid and reduced to zero. This will be reflected in next month's statements.

C. 2024-25 Preliminary Budget:

Father Henry presented the proposed parish budget for fiscal year 2024-2025.

Comment: The new format this year was clearer than the previous format.

Q: Was the budget comparison to two years ago, as it was just post-pandemic, a good comparison? **A:** Father Henry said that the two-year comparison establishes budgetary trends. He also noted that with the pandemic, the parish took a demographic hit in that some parishioners will not come back resulting in lost online giving. However, the parish picked up some younger people and our immigrant population grew. Both of these populations increased our cash collections.

Q: What is 4025 *Other Parish Collections*? **A:** This money represents unusual/one time only collections

Q: What happens to *Endowment*? **A:** Father Henry said this is not budgeted for as it includes money that is not predictable. This would include such monies as rental fees.

Q: Under *Religious Education*, what do each of the category numbers mean? **A:** Look at the category detail to determine what each category includes.

Q: How do the sports programs work? I thought we were doing more in this category. **A:** Father Henry said that we are in the Archdiocesan network, but their existing program is disorganized. We currently have middle school girls' volleyball, but that's it. Father Henry wants to expand this but needs support and input from the network, which has not been forthcoming even after Father Henry offered to hire a part time person to promote the program in our parish. Father Henry hopes there will be some changes in the network program so we can expand our sports offerings, to more children.

Q: P2Category 10: Isn't this budget amount too low? **A:** This section represents income. The budget is actually \$1500.

Q: What happened to Hispanic ministries/spec ministries? **A:** This category has been moved to *Administrative* because of the changes in the ministry responsibilities.

Father Henry commented that all of the department budgets were submitted in April. Revisions will occur in May and the Finance Council will vote on the budget in June. Father Henry would like all Finance Council members to be present for the vote.

Father Henry noted that the budget is conservative – less than \$2.5 million. He wants to be conservative due to the upcoming building campaign which may negatively impact our regular offertory income.

D. Archdiocesan Annual Appeal update:

Goal: 167 800

Pledged: 273 562

Paid: 122 399

Short of goal: 45 401

Comments: The *Appeal* Looks positive as we are near goal and it is only April. Our parish has a very high participation rate. A comment was made that we had a very high participation rate for *#1 Give Catholic* as well.

IV: Father Henry's Comments/Points of Discussion

A. Finance Council by-law review

Q from Father Henry: Is eight voting members a good number that accounts for absences and emergencies? **A:** The Council generally felt that nine voting members would provide a tie-breaking number and make a quorum easier to determine as well as guard against absences.

Q: When do we want terms to start? **A:** The Council generally felt that the fiscal year ends in June and we are off in July, so August would seem a natural term start.

Q: Should the term of members go from one year to three? **A:** The Council favored three-year terms as it takes some time to become familiar with the Council activities making one year terms too short.

Comments: Father Henry would like to stagger member appointments so that the entire council is not new at any one time and he would like to retain the flexibility to reappoint members. Father Henry noted that the by-laws stipulate that members should not be absent for two consecutive meetings.

In general, the by-laws call for the pastor to appoint a chair and vice-chair and the voting members vote for a secretary. Members should sign a non-disclosure and conflict of interest statement at the start of their terms.

B. Update from Building Comm:

1. The first Town Hall was successful and well-attended. The presentations were well received and attendees asked good questions. Parishioners present were engaged. Perry received some questions after the Town Hall and will add these to a FAQs that will be

available on the website. There will be an email specifically for the building program for people to ask questions or add comments.

2. The Building Committee is working effectively. There will be a video presentation at Mother's Day weekend Masses with information for all parishioners about the building campaign. Then, the next weekend, the pledge process will begin. The campaign will request for donors' money to start coming in in June 2024.

The ability to set up redundant gifts through Parish Soft is already set up. The final campaign goal is nine million dollars.

The Building Committee will develop a plaque to indicate levels of giving.

They plan a soft sell because of the immigrant population. Father Henry wants to stress monthly giving and the parish will provide quarterly statements.

A point in our parish's favor is that we have a lot of savings to begin with.

The next Town Hall is on Sat, the 27th.

3. Father Henry has hired a new maintenance associate, Isaac Falcon. He will take over facility cleaning. We are still under contract to a cleaning company and will be transitioning from them to just the new associate. Mr. Falcon will be on premises on the weekends.
4. Brandy sent a letter received by Helping Hands from Haiti indicating how the money sent they donated to Haiti was spent on parish bathrooms and showers. The money set aside for Haiti will soon be depleted.

V: New Business

A. Fundraising requests

1. **Respect Life Ministry: Baby Bottle Campaign, 5/11**

Motion: Marianne VanName moved to approve the Respect Life Ministry proposal for a Baby Bottle Campaign to raise money for Obria Medical Clinic.

Second: Karol Gaines seconded the motion.

Vote: The Council vote was unanimous. The **motion carried and the fundraising request was approved.**

2. **Poche's Crafty Creations:** This is a request for sales of Parish 50th Anniversary commemorative items in which the vendor will split his proceeds with the parish. The proposal was for the dates: 4/28, 5/5, 6/22 to take orders for items at a stand in the Narthex. A discussion ensued about the proceeds to the parish, the costs/quality of the items for sale, and the duration of sales.

Motion: Karol Gaines moved that we accept a modified fundraising request for the sale of anniversary commemorative items on May 5 only after all Masses and for continued sales by order from the parish website through June 23, 2024.

Second: Tom Topoleski seconded the motion.

Vote: The Council vote was 4 for the motion and 2 opposed. The **modified fundraising request carried** and the fundraising request, as modified, was approved.

VI: Call of the Council

Marianne VanName asked about refreshment costs for the upcoming donor events. Brandi indicated that there is a \$3000 budget for these events, so costs should be covered.

Next meeting: **May 29, 2024, 7:00 p.m.**

The meeting ended at 8:22 p.m. with the St. Lawrence parish prayer led by Father Henry
Respectfully submitted,

Melissa G. Kinard, 70 Sec'y

Minutes: St. Lawrence Parish Finance Council May 29, 2024

Attendance:

Voting Members: Barbara Estes, Karol Gaines, Melissa Kinard, Perry Patterson, Tom Topoleski, Marianne VanName, Steve Zahradka,

Absent: Matt Coles

Ex-Officio members: Father Henry, Brandy Lake, Jacob Butz, Father Christian

I. Called to order:

Steve called the Finance Council meeting to order at 7:00 p.m. Father Henry offered an opening prayer especially for the success of the capital campaign.

II. Minutes:

The minutes from the previous meeting had been emailed to all the members of the Council. A repeated misspelling of the word capital was noted. These misspellings will be corrected.

Motion: Marianne VanName moved to accept the minutes as corrected.

Second: Karol Gaines seconded the motion.

Vote: The Council vote was unanimous and the minutes were accepted as amended.

NOTE: The minutes for April 24, 2024 were corrected on May 30, 2024.

III. Review of the Financials:

A: Statement of Activities: Comments, questions, answers

Q1:Comment: Father noted the large drop in offertory giving in April this year in comparison to April, 2023, is probably because April of 2023 had five Sundays, one of which was Easter. This year there were only four Sundays and Easter was in March. **Follow up question:** Did we do well in March? **Answer:** Yes, and our YTD offertory is on target.

Q2:P2: Why is the *Religious Ed Current Month Budget* of \$10 439.29 so much higher than the *Current Month Actual*? **Answer:** Father Henry noted that the monthly budget is simply the total annual budget divided by twelve. It does not reflect the fluctuation in expenses over the year. Father indicated the Council should concentrate on comparing the **YTD Actual** to the **YTD Budget** to see that these are in alignment. In this instance the YTD Actual is under the YTD Budget but in alignment with what is expected by the end of the fiscal year.

Comment: Father Henry noted that parishes receive a report from the Archdiocese summarizing parish giving. St. Lawrence is fifteenth in terms of the norm in giving but we are up 10% from the 2018-2020 report. From 2018 to now, the report also showed deposits and loans for the parishes. St. Lawrence has no loans and deposits of \$1.7 million dollars. Our parish financial numbers are strong.

Q3:P9: Is the deficit in *Stewardship* expenses due to GALA expenses? **Answer:** Brandy noted that the current budget was devised without any Parish anniversary events planned. The actual expenses being over the budgeted expenses reflects several anniversary events, not just the GALA expenses.

B. Balance Sheet:

Q1:P2: Brandy noted that the prepaid tuition liability is tuition that has been paid for next year so must be held for the upcoming school year.

C. 2024-25 Budget Approval

Q: The budget for next year's *Main Offertory* is up \$25 000 from this year. Is this realistic given that people will be paying their *Capital Campaign* pledges? Should we keep our Offertory budget the same as this year? **Response:** Father Henry said we could reduce the Offertory budget, but he does not want the staff to have to compromise their programs.

Discussion: The parish has received about \$3 million in pledges above the \$1.7 million dollars we have on hand. The parish will need an extra \$150 000/month to achieve the Capital Campaign goal which may impact the *Main Offertory*. A proposal that the upcoming budget remain the same as the current year's budget of \$1.25 million dollars was met with general consensus.

Q: On the fourth Sunday we have a collection for the *Annual Appeal*. Could we drop this designation at the end of the calendar year and transition to *Maintaining God's House*? The Finance Council thought this a good idea. Father Henry commented that the reason for the initial change to *Annual Appeal* was to encourage contributions from Hispanic parishioners.

Q P2: Why did the Middle School Retreat keep the same annual budget as last year when they went over that budget? **A:** Brandy is not sure and will check on this.

Comment: Father Henry spoke about a potential change coming in the age for making Confirmation. Currently, moving Confirmation age from 10th grade to 6th grade is being piloted by several parishes and these parishes are making a strong case for the change in age, arguing that it is easier to catechize sixth graders vs. high schoolers.

Discussion: Several Council members disagree with this potential change. Keeping Confirmation in high school or later middle school keeps students engaged with church longer and allows for a more mature catechesis. Father noted that those arguing for the change cite the cultural shift that accompanied social media, difficulties with getting parents involved, and the current state of diversity in our parishes. Many of our students are being catechized in a language different from the language they speak at home. **Questions raised:** Are the pilot parishes diverse? Will this be piloted in diverse parishes, those that reflect the make-up of the Archdiocesan population? What does the pilot parish high school program look like? Is it active and well attended? A strong high school program sets the students up for leaving home and going to college. It was noted that some colleges have very strong Catholic Centers, though what percentage of the Catholic students participate in the programs offered is not known.

What keeps kids engaged? Engaging the whole family, so a parish must appeal to families. Father Henry noted that the challenge is that parishes must be ready to accept the change and figure out how to maintain high school involvement. Without a standard program, the high school programs will have very variable results. Now we have parents meeting during their students' Sunday school time. This has proven effective for engaging parents who also need faith formation. Diversity is a roadblock to this program. Father Henry pointed out that our job is to plant the seed and then let it grow. It was noted that a community of believers is important for faith development.

Q: A question was asked about why there was occasionally a mismatch between the previous budget, the present budget, and the proposed budget? **A:** Father Henry noted that the budget is difficult for the some of the staff to plan for.

Q: P3: Is the Funeral income budget realistic? **A:** Yes, because it relies solely on donations.

Q: The *Stewardship* current budgeted income is \$10 000 and is far under actual income for this year. Is raising this income item to \$21 000 enough? **A:** So far, the only social activity planned is the Parish Picnic and the budgeted income reflects only those social activities already planned. This budget item will be reviewed.

Comment: Father Henry is in the process of talking with various department heads about starting a food, faith, family type program to encourage family engagement. This would bring

families in for dinner with contemporary music followed by Adoration. This is in the planning stages.

Q: Why did the *Young Adult* budget go down so much? **A:** The Young Adult program has grown and members often go out for their social activities and pay their own expenses. Jacob suggested that maybe the Young Adults do not even know they have a budget and noted that they are pretty self-sufficient. Father Henry has a meeting with this group in August and will discuss this budget with them. Jacob did suggest that with a known budget, perhaps the Young Adults would be able to offer events for others.

QP9: Why is the Archdiocesan support so high? **A:** This is a straight calculation based on our assessable income. Brandy has been effective in keeping our assessable income to a minimum.

QP5: Why is the high school summer camp budget up? **A:** The \$10 000 increase is for high school students to participate in the Steubenville summer program.

QP4: The budget for Altar flowers was increased because we plan to have flowers on the altar every week. The money that comes in for flowers at Easter and Christmas will go into this category. We brought in \$9000 but we spent \$17 000. Should we double this budget? **A:** The consensus was that this budget item should be doubled. **Follow up question:** How much would a parishioner need to offer to have a flower arrangement in front of the altar? **A:** This depends on the season. During Ordinary time, \$200-\$250 should cover the cost since there will just be arrangements in front to the altar and ambo. Special seasons will have more extensive flowers and require a larger donation.

Q: Why did the budget for electricity go down? Even though we did not exceed our budget this fiscal year, we will have construction going on in the upcoming year that will generate more electricity usage. **A:** The Council consensus was that we should bump the electricity budget back up to the current year's budget amount, \$85 000.

Comments: Father Henry noted that there will be a few areas in which we will save money in the upcoming budget. For example, we will be dropping some of our cleaning contract costs because we have hired a person to take care of these services.

Father Henry would like the Council to **vote** on the budget once the suggested adjustments have been made. Brandy will email members the line items that change and ask for an email vote from each member.

Father Henry thanked the Finance Council for its diligence and attention to the details of the budget.

June 5, 2024: Addendum to May 29, 2024 minutes: Approval of 2024-2025 Parish budget.

Brandy emailed the line- item budget changes to the members of the Finance Council on May 31 for vote of approval by email. The vote was unanimous and the budget for 2024-2025 was approved as amended.

D. Archdiocesan Annual Appeal update:

Goal: 167 800

Pledged: 273 493

Paid: 130 277

Short of goal: 37 523

Updated at meeting (5/29): \$24 808 more has come in.

E. Capital Campaign Update:

1. Building costs in process to date: \$140 632.07

2. The G.I.F.T. campaign pledges to date are over three million dollars with 800 families pledged.
3. The Building Campaign will have another campaign push in the fall because many families will be back to church with faith formation restarting. The Committee will host more receptions as these proved very effective. Maryanne VanName noted that follow up emails and phone call reminders were helpful because many invitations were lost in the mail.
4. **Q:** Will Father post something acknowledging pledges? **A:** Father suggested that one of the hall monitor screens be dedicated to posting the names of those parishioners that have made a pledge. There will be no opting in or out, but a parishioner could ask to have their name removed as the screen can be easily updated. The Finance Council consensus was that this might prove to be an incentive for some parishioners who have not yet pledged to do so.
5. **Q:** How is the Parish Soft participation doing? **A:** Most parishioners are on but still need to set up their campaign pledge.

G. Celebration costs

1. Mass on the Lawn: \$3 441.56
Note: Collection did not appear to drop; the whole month of April was low because there were only four Sundays and Easter was in March.
2. Gala Expenses: \$40 757.20
Ticket income: 25 500.00
Donations: 11 385.00
Out of pocket: 5 117.20 but more expenses are expected

IV: Father Henry's Comments/Points of Discussion

A. Finance Council by-law review

Father Henry noted that our by-laws must be in compliance with the Archdiocese (per Greg Wilson, Chancellery member), so Brandy will provide Father Henry with an e-copy of the current by-laws for changes. The major changes noted: The Finance Council year will begin in August of each year, members will need to sign a statement of confidentiality, increase the number of members from eight to nine, and institute a term length. The policy will clarify that our meetings are the last Wednesday of the month except for July and December when there will be no meetings.

Father Henry will update the by-laws and have Council members sign them at our June meeting.

B. Update from Building Comm:

The Committee had decided that because we have enough money on hand to start the building project, we could solicit construction bids. Two contractors are planning to submit bids (the third contractor withdrew from the process) by the 13th. We must have a statement of costs before beginning construction. Father Henry and Carl will review the bids and decide on a contractor. The timeline anticipated is that Smith Boland will submit plans for permitting this Thurs (5/30). If all goes as planned, groundbreaking will take place at the parish Anniversary Mass on June 17th, and construction will begin in August. Prior to beginning, Father Henry must have details for the interior of the chapel and submit these for liturgical and parish review and. Pews will have to be ready. The current plan is to have them built by a company in New Holland, PA. Construction of the chapel will take 6-9 months and will be dedicated on the Feast of Corpus Christi, 2025.

Q: Have there been plans made to accommodate construction traffic? **A:** Not yet. There are many little things to be ironed out. For example, the playground, as is, will be out of commission for a school year. We will have to make alternative plans for the preschool. Father Henry will be talking with Wendy about possible solutions.

V: New Business

A. Fundraising requests

The following three requests will be considered as one because they are recurring requests and are on the parish calendar:

1. Ladies of St. Lawrence *Bake Sale*, Oct 12, 2024
2. Ladies of St. Lawrence *Holiday Jar Mix Sales*, Nov 23, 2024
3. Ladies of St. Lawrence *Night of Reflection* Nov 16, 2024

Motion: Karol Gaines moved that the Council approve all three of these events.

Second: Perry Patterson seconded the motion.

Vote: The Council vote was unanimous. The **motion carried and the fundraising requests were approved.**

4. *Haitian Prayer group food sale* to benefit the *G.I.F.T.* campaign

Father Henry expressed a desire to hold off on any activities to raise money for the Capital Campaign until the pledging process is complete. He feels having fundraisers will compete with pledging.

Karol Gaines noted that we should not dampen the group's enthusiasm for the building process.

Marianne VanName suggested we have the group do the food sale for *Maintaining God's House*.

Father Henry agreed we could approve on this basis

After a brief discussion, **this request was tabled** until the sponsors clarify the days and times for the event and so that the participants can be informed that the event would be for *Maintaining God's House*, not the *G.I.F.T.* campaign

VI: Call of the Council

Q: How did Poche do with selling anniversary memorabilia? **A:** He did well. The parish ordered tumblers for the former parish priests who will be at our upcoming celebration.

Next meeting: Changed to **Tuesday, July 2, 7 p.m.** due to Father's absence.

The meeting ended at 9:01 p.m. with the St. Lawrence parish prayer led by Father Christian.

Respectfully submitted,

Melissa G. Kinard, FC Sec'y

Minutes: St. Lawrence Parish Finance Council

July 2, 2024

Attendance:

Voting Members: Barbara Estes, Karol Gaines, Melissa Kinard, Tom Topoleski, Marianne VanName, Steve Zahradka, Matt Coles, Perry Patterson,

Absent: None

Ex-Officio members: Father Henry, Brandy Lake, Jacob Butz,

Absent: Father Christian

I. Called to order:

Steve called the Finance Council meeting to order at 7:01 p.m. Father Henry offered an opening prayer especially for blessings with directions and insight into our ongoing building project.

II. Minutes:

The minutes from the previous meeting had been emailed to all the members of the Council.

Melissa noted a minor grammatical correction to be made.

The minutes stand as corrected.

III. Review of the Financials:

A: Statement of Activities: Comments, questions, answers

Comment: Brandy noted our current building-in-process to date costs stand at \$153 132.07. She also noted that the parish collections are 9% above budget and 3% above last year at this time.

Q2:P2: Didn't we discuss the high school budget? Why is there such a YTD difference between what is budgeted and the actual amount? **A:** This line item is referring to the high school income and reflects the difference between the budgeted income and the actual funds raised. The large shortfall is because there has been little fundraising among the high school students and the leadership does not seem to understand its role in fundraising.

Comment: Marianne noted that many people hate asking for money and are not adept at it. There is a need to figure out how to have the students talk about their work camp experiences in order to raise parishioners' enthusiasm and inspire donations. Father Henry says the kids really need to just to talk about their program and its meaning to their lives.

Marianne suggested that the kids should be mentored and taught about telling their story. She volunteered to help with this. Father Henry will give her contact information to the high school leaders to facilitate this. A question was raised about whether the students should speak now, right after the work camp, while they are most enthusiastic. Father Henry thought they should speak in the Fall when the Summer is over and the parish is running normally. It was suggested that the students be urged to write about their experiences now, though, while their feelings are fresh.

So, yes there is a significant variance between intended income and delivered income. There is ongoing communication between Father Henry and the high school leaders to try to rectify this.

Q3: Barbara asked about the costs for the work camp. How many teens attended the camp? **A:** There were seventeen teens and four or five chaperones. We were able to get the transportation bus free.

Q4:P8: Why is there such a large deficit (\$26 000) in *R&M Building*? **A:** Some of the deficit is due to repairs to the HVAC. However, Father also noted that the parish was charged \$24 300 for exterior painting. This expense was unexpected because of a promise made by a parishioner to paint the church exterior and charge materials cost only. The painter then presented the parish

with an unexpected bill for the job. While Father challenged the bill, the painter was insistent and negatively and publicly vocal. Father Henry made it clear to the painter that he had serious issues with the moral implications of the painter's behavior but agreed to pay the bill. Signed, written contracts will be required for all future projects.

Q5:P7: Why is there such a deficit in the *Preschool Totals*? **A:** Preschool employees are coming on and going off payroll. The Preschool is looking for teachers since several have left for full time jobs. The main additional expense, though, was a training class taken by the preschool employees.

B. Balance Sheet:

Q1: What are the rules for endowments? **A:** Endowments are at 2 levels. The Columbarium endowment cannot be touched. The general endowment can be accessed and has an unusual formula for determining how much money can be taken out. There is also a minimum amount of money that must remain in the general endowment. Father Henry thought that amount was \$25 000.

Father is being careful with this money to protect the future of the parish.

C. Archdiocesan Annual Appeal update:

Goal: \$167 800

Pledged: \$293 286

Paid: \$160 557

Short of goal: \$7243

D. Capital Campaign Update:

		Updated 7/2
Number of families:	928	957
Total pledged:	\$3 269 129	\$3 339 948
Avg pledge/family:	\$3494.00	no update
Large donor families who have yet to pledge:	180	178
Offering families who have not yet pledged:	2271 of tracked families, i.e. noncash donors	
Campaign money collected to date:	\$201 746	

The envelope packets have both *Maintaining God's House* and *G.I.F.T. envelopes*. The last Sunday of the month is the *Archdiocesan Annual Appeal (AAA)*. After the New Year, we will drop the AAA envelope and that collection will become *Maintaining God's House*. Father Henry hopes that we will still meet our parish AAA goal but expects we will not go over by much because of the *G.I.F.T* campaign. The hope is that parishioners pledge but still maintain their regular giving.

Perry talked about plans for campaign activities in a second push for *G.I.F.T.* pledges. Father Henry will be meeting with the Building Committee and Perry Patterson to finalize these plans and will report back to the Finance Council.

Q: What is the definition of "large donor families"? **A:** Father Henry said it is those families that give \$2500/yr or more.

Q: How many large donors have pledged? **A:** About 400.

IV: Father Henry's Comments/Points of Discussion

- A. Father Henry updated the Finance Council about the chapel building plans after receiving the two bids from the Archdiocesan contractors. These contractors came in with estimates of \$2.8 million and \$3.7 million for the chapel construction. Both of these bids are well more than had been anticipated. Father Henry has sent the Archdiocese a letter to indicate we are not ready to select one of these companies. Meanwhile, the Building Committee will talk with some local contractors to see if they can offer a lower cost. Father Henry will update us on this at our next meeting.
- B. Father Henry indicated he has made personnel salary changes pursuant to a new Federal law that changes salaries based on the status of employees. Beginning July 1, certain employees

that had been classified as *exempt* from overtime (salaries below \$58 000) are no longer exempt from overtime pay. In an effort to keep salary costs somewhat predictable yet still be fair to our eligible employees, Father made a decision to have all of these formerly exempt employees sign a contract for a forty-hour work week with a maximum of five hours overtime, for a potential total of 45 hours/week. The overtime will be paid at time and a half. If an employee must work over 45 hrs/week, s/he will need to have this approved by Father. This change was not anticipated at the time the 2024-2025 budget was made and will cause a discrepancy between budgeted salaries and actual salary paid in the upcoming year. Employees will also have to complete time sheets.

- C. Father Henry is looking at changing IT companies as our current provider is not nearby and their service inadequate. Father would like to use a local company. He has reviewed one Buford company's presentation and will review others. Marianne recommended *Iron Grid*. She has had very good service from this company.
- D. No update on By-Laws

V: New Business

A. Fundraising requests

1: Haitian Charismatic Prayer Group: This is a modified request based on one presented in May. Finance Council members were asked to review the discussion in the May minutes. A brief discussion followed to clarify the request details.

Motion: Marianne moved that we approve the Haitian Charismatic Prayer request for a Food Sale/Praise & Worship for Saturday October 19 from 1:30 p.m.-7:00 p.m.

Second: Tom Topoleski seconded the motion.

Vote: The vote was unanimous and the **motion carried and the fundraising request approved.**

VI: Call of the Council

Q: Marianne asked for clarification on whether the *RESCUE* summer program has a food budget? A: No. Whoever runs the program would have to submit a budget. Brandy will work with Marianne to make up a budget for this item.

Comment: Father Henry noted that Prince of Peace plans to open a grade school beginning with kindergarten and first grade. This may change some of the dynamics in our parish. The rationale is that Prince of Peace is in Hall County not Gwinnett.

The meeting ended at 8:00 p.m. with Jacob leading the council in the St. Lawrence parish prayer.

Father Henry noted that this is Jacob's last meeting with the Finance Council.

Next Meeting: Aug 28, 2024 at 7:00 p.m.

Respectfully submitted,
Melissa G. Kinard, FC Sec'y

Minutes: St. Lawrence Parish Finance Council

August 28, 2024

Attendance:

Voting Members: Barbara Estes, Karol Gaines, Melissa Kinard, Tom Topoleski, Marianne VanName, Steve Zahradka,

Absent: Matt Coles, Perry Patterson

Ex-Officio members: Father Henry, Brandy Lake, Father Christian

I. Called to order:

Steve called the Finance Council meeting to order at 7:04 p.m. Father Henry offered an opening prayer especially for the St. Lawrence students beginning their new year in faith formation.

II. Minutes:

The minutes from the previous meeting had been given to all the members of the Council. No changes were offered. The minutes stand as presented.

III. Review of the Financials:

A: Statement of Activities: Comments, questions, answers

1. Statement of Activities for June 30, 2024: Comments, questions, answers

Comment: Brandy noted that this statement is the end of the year statement and is not finalized. Some of the endowments are in flux.

Comment: It is nice to see that the children's offertory has been added to the statement. This offertory has really picked up.

Q1: p1: What is the 4030 category of Donations? **A:** These are fee donations to offset the cost of e-giving.

Q2:P9: What happens to the Georgia Bulletin overage? **A:** Though this income account is over, Father plans to keep this expense as is and keep the overage in the account. Right now, Brandy is cleaning up parishioner accounts. This will result in more parishioners receiving the bulletin and so, our costs will go up. Keeping the overage in the account will help defray this additional expense.

Comment: The Offertory total is 3.7% higher than last year's total. Father Henry commented that regular giving has remained stable. He and others are anxious to see if this continues through next year.

Q3:P2: Is the summer camp (4320) not in the budget? **A:** There was no activity in this account because all of the camp activities have been completed.

Q4:P2: Stewardship: What is the income of \$48 785 in the Parish Socials? **A:** This is money from a variety of parish events, such as Trunk or Treat and Gala events.

Q5: Can parishioners still order permanent name tags? **A: Yes.**

Comment: It is awesome when Eucharistic ministers have their name tags on while serving.

Q6:P3: Was there an unexpected auto expense that pushed this expense over budget? **A:** This extra expense is because of mileage reimbursements.

Q7:P9: Why is the postage expense so high (5130)? Have we done lots of mailing? **A:** Yes, though the mailing expenses are prorated between several accounts. However, mail costs are up.

Q8:P8: Under 5415, Software Licensing, why is this over budget? **A:** Brandy noted that this cost is for several software services that incur monthly charges. Some of the services (new streaming service, for example) were added in June. While these new services should ultimately be cheaper, the originating fees caused a bump in this expense.

Q9:P8: Why is there a bump in the cost of offertory envelopes (\$105)? **A:** Brandy is still trying to figure this one out.

Comment: Brandy commented on the Facilities Expense summary: There were several unexpected expenses, including plumbing repairs, HVAC repairs, unexpected painting costs, and uniform cleaning expenses. **(Brandy noted individual costs for each of the unexpected expenses including the repair of the backflow meter)**

Q10: Follow up: Where is the HVAC expense line? **A:** It is in several areas. The increased HVAC expense was due mostly to emergency repairs.

Q: What did the #1 *GIVE Catholic* money target? **A:** This year it is going to the purchase of new vestments. Last year's went to new chairs.

Comment: Brandy noted that the total operating revenue generated \$477 395.16 over budget with the Capitol Campaign money backed out. This revenue went into savings.

2. Statement of Activities for July 31, 2024: Comments, questions, answers

Comment: Brandy noted that the total offertory was \$159 731.21 vs last year this week which was \$190 304.56. Though this year is lower, the offertory is still within budget. Father Henry noted that last year there were five Sundays in July vs. four this year. June of last year had five Sundays – maybe compare this offertory to that June one.

Q1:P1: Why is the Bequest/Memorial (#4330) negative? **A:** Not sure – maybe it is a journal entry mistake. Brandy will check this out and email the Council members.

Comment: It is a good start to the new fiscal year that we have favorable income totals.

Q2:P:2: The middle and high school budgets (4320) are already off? **A:** It is better to refer to the budget for the year vs the year to date as expenses are unevenly accrued whereas the monthly budget is the same.

Q3:P2: Interesting that the Preschool monthly budget is \$25 000 and it is over budget. **A:** Huge fees came in earlier as prepaid fees. These fees are credited the account once school begins. This budget will balance once school fees catch up to expenses.

Q: Is there any furniture for Brian when he moves into the rectory? **A:** Yes

Q: When must the budget for the current fiscal year be signed off? **A:** Father Henry pointed out that the preliminary budget is presented to the Finance Council in April for deliberation. Then it is revised and re-presented to the Finance Council in May. The final budget is voted on and submitted in June.

Comment: Brandy successfully appealed the Archdiocesan Assessment (#5850) so the Archdiocesan school subsidy will be lowered. This will change our Archdiocesan support budget numbers. Brandy will put in the new numbers and then bring the new budget proposal to the Finance Council for a motion to accept. The assessment changes occurred because of our building program.

Comment: Religious Ed/Sacrament (5110) has a big discrepancy.

B. Balance Sheet:

1. June 30, 2024:

Q1:P1: Why was there a change in Beneficial interest assets (#1520)? **A:** There were columbarium expenses.

Q2:P2: Why was there an increase in the Haiti Exchange account? **A:** Interest has accumulated.

Q3: Will we discontinue Maintaining God's House at the end of this fiscal year? **A:** Father Henry said that we will redo our second collection sequence in December. It will be:

Week One: GIFT

Week Two: SVdP

Week Three: Any Archdiocesan earmarked collections

Week Four: Maintaining God's House. Father thinks we need to keep this collection because we still need to maintain our present structures even as we are building new.

2. July 31, 2024

Comment: The total liabilities will change because all second collection liabilities have been paid and zeroed out. Also, all credit cards have been reconciled and there are no balances

C. Archdiocesan Annual Appeal update:

Goal: 167 800
Pledged: 298 375
Paid: 184 871
Over goal 17 071 (8/16/24): .

Comment: Father Henry noted that our Archdiocesan Annual Appeal numbers are not as strong as last year. There is a lot going on that has influenced this, however, we are still over our goal and are ok. Father Henry will put a reminder in the Narthex News to remind people of their obligations. Of the overage, 75% will go into our endowment fund and 25% will come back to the parish. Father Henry would like to see the Annual Appeal overage be applied to our parish assessment. The question is whether this would incur further assessment. It is important to protect any monies from double assessment. Changes to the overage distribution are being discussed at the Archdiocesan level.

D. G.I.F.T. Campaign Update:

Number of families:	928	1226
Total pledged:	\$3 269 129	\$3 450 706
Avg pledge/family:	\$3494.00	\$2814.61
Large donor families who have yet to pledge:	180	157
Offering families who have not yet pledged:	2271	2056

IV: Father Henry's Comments/Points of Discussion

A. Building Project Update

Father Henry is working on information to present to the Archdiocese as we proceed on our building project. There are two parts that must be considered: Construction processes and construction costs. On cost, Father Henry reported that we have about \$3.5 million in pledges.

On construction: We have received bids and Catholic Construction must choose from one of the bids. We are also setting up for re-bids by revisiting some aesthetic changes that could bring down costs. There will be a meeting next week to review the new costs.

Father is seeking to obtain five bids. The Archdiocese favors particular companies who understand worship spaces, however, Father Henry would like some of the work to be done by local contractors. This may result in lower costs and will support the local community. However, Father has found that this project is too small for a lot of contractors. Father Henry indicated we do not have any parishioners who are large construction contractors, though some of the smaller construction contractors in the parish, may be appropriate for the rectory construction. Tom and Barbara will each contact construction companies they are familiar with to possibly seek a bid. Father Henry will provide plans as needed to any contractors interested in submitting bids.

Father Henry will formulate a statement of projection to the parish that will indicate the following: There are two overall building phases each of which has two parts.

Phase one: Building the Adoration Chapel and rectory.

Phase two: Retrofitting the gym and building a new parish hall.

We are trying to raise \$9 million. With savings, GIFT donations, and reserves, we are nearing \$2 million dollars on hand. Father will propose borrowing the amount of money necessary to put with this to complete the first phase of building. As pledge money is redeemed, it will be used to pay down this initial debt. The first loan is expected to be about \$2 million. When this debt is drawn down, we can move to the second phase of the project at which time we may have to borrow again. Father wants to borrow cautiously.

Expectation is that this first phase of building will be completed in about two years.

Question: Parishioners have approached Finance Council members with questions about when their pledges will start to come out of their accounts. It is thought that there is an incomplete understanding of the payment process and that Father Henry should speak about how parishioners initiate the pledges once signed up. Father will use the *Pastor's Corner* to clarify how this has to take place. Also, Brandy will be sending out pledge statements and will include instructions on how to set up pledge payments.

Father was asked what his take is on the pledging process so far? Father Henry said that our pledging reflects the challenges of our demographics. Father has spoken with those parishioners that are not given to making pledges. It is hard to get people to regularly participate in stewardship. However, Father Henry indicated that he was seeing transitions this summer in several areas such that all the parish numbers looked stronger, for example, enrollment in faith formation is up. Father hopes this enthusiasm, along with seeing building in progress will prompt parishioners who have not yet pledged.

Comment: The lay witness talks were beneficial.

Question: What is the number of large donor families? **A:** About 400

Comment: Both Father Henry and Father Christian handle the disruptions of young children very well.

Comment: Brandy noted that Wendy has asked for \$350 for new playground slides since the current slides are bolted in and cannot be moved away from the construction area. Father Henry said this request did not need a motion, it can come out of their budget.

Question: It is very hot. Is there something that can be done to provide the play area with shade? **A:** There will be an awning placed over the play area next week.

B. Request Considerations:

1. In June, the Finance Council approved a fund-raising request from the Haitian community. However, it came to Father's attention that this event would include a Eucharistic procession in the parking lot that would interfere with our Saturday Mass. Father wants us to make sure we consider carefully any events that might impinge on Mass times. We also need to make sure we receive complete descriptions of events to be held. This event procession was not disclosed and, so, was not approved.
2. Father asked that we avoid approving event requests for the third Sunday of the month, Nametag Sunday, as this creates a crowded Narthex.
3. Father Henry is also developing a generic contract to be used for volunteer services so we are not surprised by unexpected expenses from volunteer work.
4. **Finance Council By-Law Review**
The by-laws are not ready yet, so this matter was tabled.

V: New Business

A. Fundraising requests Respect Life Ministry

Diapers and Depends Drive: Oct 26/27. This is a change in date from their original, approved date, which was already booked. This event is coincidental with the high school food distribution event. However, the high school leaders said their process takes place outside and the drive will not interfere with their event. The Oct 26-27 dates were the only other October dates available and October is Respect Life Month.

Motion: Marianne VanName moved that we approve the change in date for the *Diapers and Depends Drive* to October 26-27, 2024.

Second: Barb Estes seconded the motion.

Vote: Five votes in favor, one abstention. The motion carried.

VI: Call of the Council

Question: Barb Estes asked if Father Henry has given any further thought to parking lot security. Father Henry said that he had talked to some security companies but they were very expensive. He will work with the Safety and Security Ministry and have them start tagging some cars that park incorrectly and block movement. Father also noted that the Knights will only monitor traffic on Christmas and Easter.

Question: Tom asked if we can we buy the Sonic lot for parking? A: Father Henry said it has been valued at \$2 million and we cannot afford this.

Comment: Father Henry noted an issue with moving our sewer lines so they flow downhill. The developer is trying to back out of their prior verbal agreement allowing us access to their lines, and now the developer wants us to take the matter up with the future HOA. Father will continue to try for an easement to Gwinnett Drive

Father has also tasked Bill Peltier with talking with the City about getting an access point through Constitution.

Father noted that the other challenge is that each addition and or change is more money.

Comment: Barbara Estes noted that the new Faith Formation format is amazing! Father noted that the previous parent component needed livening up, so he spoke with John Garrett and Grant Adams about taking this on. They have done so and have made major improvements.

Comment: Tom noted that they collected 751 lbs of food at the food drive. They were also given three large cases of Depends for Mending the Gap.

Next meeting: Wednesday, September 25, 2024, 7:00 p.m.

The meeting ended at 8:40 p.m. with the St. Lawrence parish prayer led by Father Christian.

Respectfully submitted,

Melissa G. Kinard, FC Sec'y

